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## Creating a Money Return for a Cash Advance Balance

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Money Returns can be created to return unused funds from a Cash Advance. When a **Money Return** is approved and processed it will reduce the funds available in the **Cash Advance Balance**. This article will show you how to create a **Money Return** to send for approval.

Step 1: On your account homepage, select **Drafts,** or create a new blank expense report.

Step 2: Scroll down to **Add Expense.** Select the **Money Return** expense category.
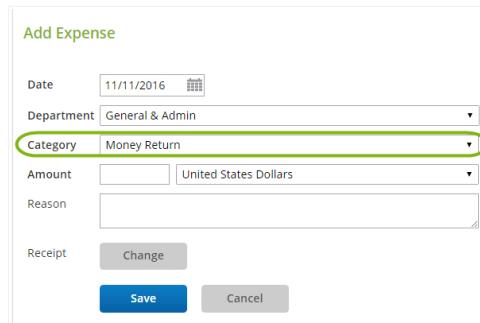
Step 3: Enter the **Amount** of the Money Return.
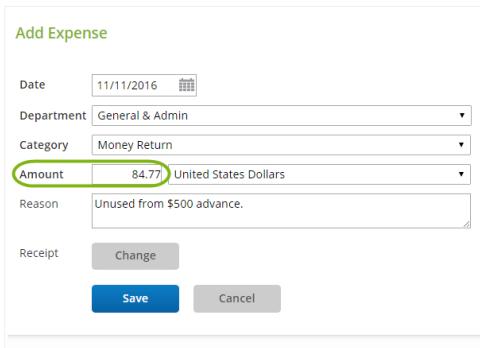
Step 4: Click **Save** to add the expense to the expense report.

Step 5: **Submit** the expense report for approval.
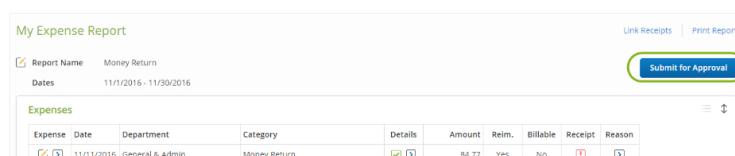
Total Non-Reimbursable		$0.00
Total Personal		$0.00
Total Reimbursable		$84.77
Total Expenses		$84.77

After the **Money Return** is approved and processed by the Accountant it will reduce the funds available in the **Cash Advance Balance**.

Please note: *You may also submit a* **Money Return** *using the mobile app using the* **Add Expense** *button and selecting the* **Money Return** *expense category. If you have documentation to include, you may also use the* **Add Receipt** *button instead.*

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